



## Department of Energy

Washington, DC 20585

September 6, 2005

### MEMORANDUM FOR DISTRIBUTION

FROM: WENDY L. MILLER, DIRECTOR  
ENERGY FINANCE AND ACCOUNTING  
SERVICE CENTER

SUBJECT: FY 2005 Year-End Financial Statement Requirements

The Attachments to this memorandum provide the FY 2005 requirements related to submission of year-end data and preparation of the year-end financial statement analysis and footnote disclosures. The Attachments are as follows:

- Attachment 1 – *Year-End Schedule* – Key year-end milestone dates are summarized in chronological order for your reference.
- Attachment 2 – *2108 Certification* – The instructions for field CFO certifications of June 30<sup>th</sup> 2108 reports were changed to require certifications of August 2108 reports, and additional accrual requirements for August were added.
- Attachment 3 – *Year-End Financial Statement Analysis and Footnote Disclosure Requirements* – Financial statement analysis and the footnote disclosure should be submitted to Richard Loyd, Special Assistant to the Director, Office of Financial Management (ME-141/GTN), by October 21, 2005.

Any questions regarding reporting requirements should be directed to Deanna Ammons on (301) 903-5374 (Deanna.Ammons@hq.doe.gov).

Attachments

cc: (See next page.)



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cc:

Associate Administrator for Management  
and Administration, NA-60

Associate Director, Office of Resource Management, NE-10

Office of the Deputy Assistant Secretary  
for Policy, Planning, and Budget, EM-10

Associate Director, Office of  
Resource Management, SC-60

Office of Budget and Financial Management, FE-3

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For Business Administration, EE-30

Chief, Accounting Branch, ME-142.2

Manager, Financial Services Department, (OFFM/NNSA)

Manager, Financial Services Support Division (OFFM/NNSA)

Manager, Financial Reporting and Liaison Division (OFFM/NNSA)

Director, Office of Program Management and Administration, RW-50

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Director, Accounting Operations Division, ME-142

Director, ME-13

Director, ME-32

Barbara Uzzell, ME-11

## STARS Financial Reporting Contacts

NNSA Service Center  
Albuquerque Office  
ATTN: Ed Maestas  
STARS Contact

National Energy Technology Laboratory  
ATTN: Kirby Rothrock  
STARS Contact, Morgantown

Chicago Operations Office  
ATTN: Mark Fiffles  
STARS Contact

Pittsburgh Naval Reactors Office  
ATTN: David Hummel  
STARS Contact

Idaho Operations Office  
ATTN: Jim Cotterell  
STARS Contact

Schenectady Naval Reactors Office  
ATTN: Bill Chaput  
STARS Contact

Strategic Petroleum Reserve Office  
ATTN: Gary Durel  
STARS Contact

Savannah River Operations Office  
ATTN: Donna Roberts  
STARS Contact

Oak Ridge Service Center  
ATTN: Rosemary Farsoun  
STARS Contact

Rocky Flats Field Office  
ATTN: Paul Lovic (SR)  
STARS Contact

Richland Operations Office  
ATTN: Liza Guzman  
STARS Contact

Ohio Field Office  
ATTN: Daryll McFarland  
STARS Contact

Energy Finance and Accounting Service Center  
ATTN: Shirley Barker  
STARS Contact

Office of River Protection  
ATTN: Lisa Copeland  
STARS Contact for ORP  
(Thru RL)